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PRS file
ST-3772

JUN 23 1954

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TO: Director of Central Intelligence
SUBJECT: Creation of a Language Specialists Roster

1. PROBLEM:

The problem is to increase the capability of the Office of Training in the language training field by the creation of a Language Specialists Roster of Agency personnel proficient in various languages and willing to participate as instructors.

2. FACTS BEARING ON THE PROBLEM:

- a. Agency language requirements include all major languages, and many unusual languages spoken throughout the world.
- b. The Office of Training is responsible for meeting the requirements of language training for the Agency.
- c. Internal and external facilities are incapable of meeting all requests for language training.
- d. Development of permanent language training capabilities for unusual or infrequently requested languages would be uneconomical.
- e. Security considerations prevent use of external facilities for requested language training.
- f. Talents for meeting many of the language requirements are present among headquarters personnel.

3. DISCUSSION:

- a. In discharging the responsibilities of this Office for language training, problems have been encountered in arranging for suitable external programs and maintaining an adequate instructional staff for those language programs conducted internally. In some instances security factors mitigate against the creation of language programs at external facilities. On the other hand it would be uneconomical to maintain a large language staff capable of meeting all of the Agency's language training requirements, particularly where demands

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for unusual languages occur on a sporadic basis. As an alternative, it is proposed to meet such needs through the use of linguistic talent present within the Agency.

- b. In the past the Office of Training has received excellent cooperation from certain offices of the Agency in arranging for participation of selected individuals as language instructors. In some instances qualified language teachers have been placed on temporary duty with this Office for periods up to six months, in order to conduct language instruction which could not have been otherwise provided.
- c. It is proposed that a Language Specialists Roster be developed which will identify Agency employees possessing language proficiency and an interest in participating as instructors in their specialized language fields. Such a roster would give this Office an opportunity to select instructors on a voluntary basis. Their participation during duty hours would be entirely contingent upon the approval of their respective supervisors. If such approval were withheld, instruction could be provided on an after-hours basis and would be compensated at the rate of \$5.00 an hour.

4. CONCLUSIONS:

Development of a Language Specialists Roster would greatly increase the capabilities of this Office for meeting unusual language training requirements. Use of such personnel as instructors would not appreciably impose upon the individuals concerned and would overcome many of the problems affected by security and economy which have arisen in the past.

5. ACTION RECOMMENDED:

- a. The Deputy Director (Administration) should disseminate the attached memorandum to all employees.
- b. The Office of Training should establish procedures for the use of Agency linguists who, through the Language Specialists Roster, volunteer to be instructors.

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- c. The Director of Training should be authorized to reimburse Agency linguists at the rate of \$5.00 an hour when employed during non-duty hours as instructors in language programs.

SIGNED

MATTHEW BAIRD
Director of Training

Attachment

CONCURRENCES:

Personnel Office

Date _____

Security Office

Date _____

Office of the Comptroller

Date _____

Office of the General Counsel

Date _____

OTR/PRS/LBS:dkm (21 Jun 54)

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MEMORANDUM FOR: All Employees

SUBJECT: Creation of a Language Specialists Roster

1. The global mission of the Central Intelligence Agency requires personnel competent in the many languages spoken throughout the world. The Office of Training is charged with providing language training responsive to the needs of this Agency.

2. In the past, difficulty has been experienced in meeting training requirements for many of the unusual languages with the present OTR instructor staff and at external training facilities. Because of security considerations, it is frequently impractical to attempt the development of special language programs at language schools not under Agency control. The obvious alternative is to meet such requirements internally by using the extensive linguistic talents existing within the Agency.

3. Agency employees possessing linguistic capabilities are invited to express their interest in participating in the conduct of language training programs by completing an Office of Training Language Specialists Roster Form. Copies of this Form may be obtained from office or staff training liaison officers, or by telephoning extension 8021. Completed Forms should be forwarded to the Office of Training, attention room 2129, "I" Building, through the appropriate Training Liaison Officer.

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4. Personnel who have indicated interest in this program may be invited to participate as requirements for their linguistic skills develop. Participation at any given time will be entirely voluntary and will be subject to approval of the appropriate supervisor if teaching is done during normal duty hours. For those who instruct after-duty hours, compensation will be paid at the rate of \$5.00 an hour. In either situation the instructor may be called upon to provide tutorial or group instruction.

L. K. WHITE
Acting Deputy Director
(Administration)

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